

ALARM COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm System Ordinance; to develop and promote a public awareness and community education program focusing on false alarm prevention and compliance; and to serve as primary program contact and liaison for the public and City departments.

Supervision Received and Exercised:

Receives general supervision from the Fiscal/Research Manager and other management staff.

Exercises direct supervision over clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Implement, enforce and coordinate the City's Alarm System program within the Police Department according to the City's Alarm Ordinance.
- Issue alarm permits to private residences, apartment complexes and businesses; process initial and renewal fees; issue penalty fees for late or non-renewals; post fees in computer deposit file.
- Develop and promote a public awareness and community education program focusing on false alarm prevention and compliance.
- Serve as primary program contact and liaison for the public and City departments for program policies, procedures, and problems; respond to inquiries from citizens and other city departments regarding the alarm program; resolve problems as required.
- Monitor and review alarm call reports; contact sworn officers to clarify reports regarding false alarm calls; determine applicable penalty assessments and communicate them to citizens and alarm companies.

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Oversee appeals and hearings related to false alarm violations; represent the

City in program related court procedures, dispositions and meetings.

Analyze and interpret codes and ordinances to resolve problems in

accordance with laws, regulations and policies.

Compile and analyze data relating to the alarm program; prepare monthly

reports as directed; draft reports and make recommendations for program

changes.

• Write new code language as necessary for staff review; prepare written

documentation such as policies, procedures, penalty assessments, revocation and waiver letters, ordinance revisions, and public education

materials such as brochures and training guides.

Monitor program budget and participate in budget process.

Minimum Qualifications:

Experience:

Two years of experience in program coordination and administration, preferably with an alarm system program. Experience with public awareness and education

is desirable.

Education:

Equivalent to completion of twelfth grade supplemented by college course work in bookkeeping, accounting or a degree related to the core functions of this

position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 172

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Status: Non-Exempt / Classified